

CITY COUNCIL MEETING
January 12, 1993

Special Town Hall
mtg.

BUDGET PRESENTATION FOR ADMINISTRATION
(CITY MANAGER, CITY ATTORNEY, CITY
CLERK AND PERSONNEL)

CC-21(b)

Following an overview and a suggested format for the meeting, City Manager Peterson presented the City organizational chart and shared with the City Council his duties and functions as City Manager.

Following Mr. Peterson's presentation, reports were presented to the City Council by Assistant City Manager Glenn, Administrative Assistant to the City Manager Evans, Administrative Assistant to the City Manager Keeter, and Personnel Director Narloch.

In order to fit the entire Administration Department in the allocated time limit, reports were then given by City Attorney McNatt and City Clerk Reimche.

Mayor Pennino then opened the meeting to the public. Speaking on the matter were the following:

- a) Frank Alegre, 2000 Edgewood Drive, Lodi;
- b) Fred Horst, a Lodi resident;
- c) Eileen St. Yves, representing the Lodi Arts Commission;
- d) Jim Siemers, City of Lodi Building Department, Lodi; and
- e) Virginia Lahr, 311 East Elm Street, Lodi.

From the comments received, it was suggested that copies of the City of Lodi budget be available at the future "Town Hall" meetings and that more detailed information be presented.

PUBLIC INPUT

The reason for these Town Hall Meetings is to acquaint the City Council and the public with every area of city government, department-by-department

The City of Lodi---along with every other city in California---is facing significant revenue shortfalls for the next fiscal year, and these informal meetings should give everyone a better picture of what makes up the City organization and where tax monies are being spent.

These meetings are NOT intended to be public opportunities for complaints and mean-spirited comments, nor will any such remarks be tolerated.

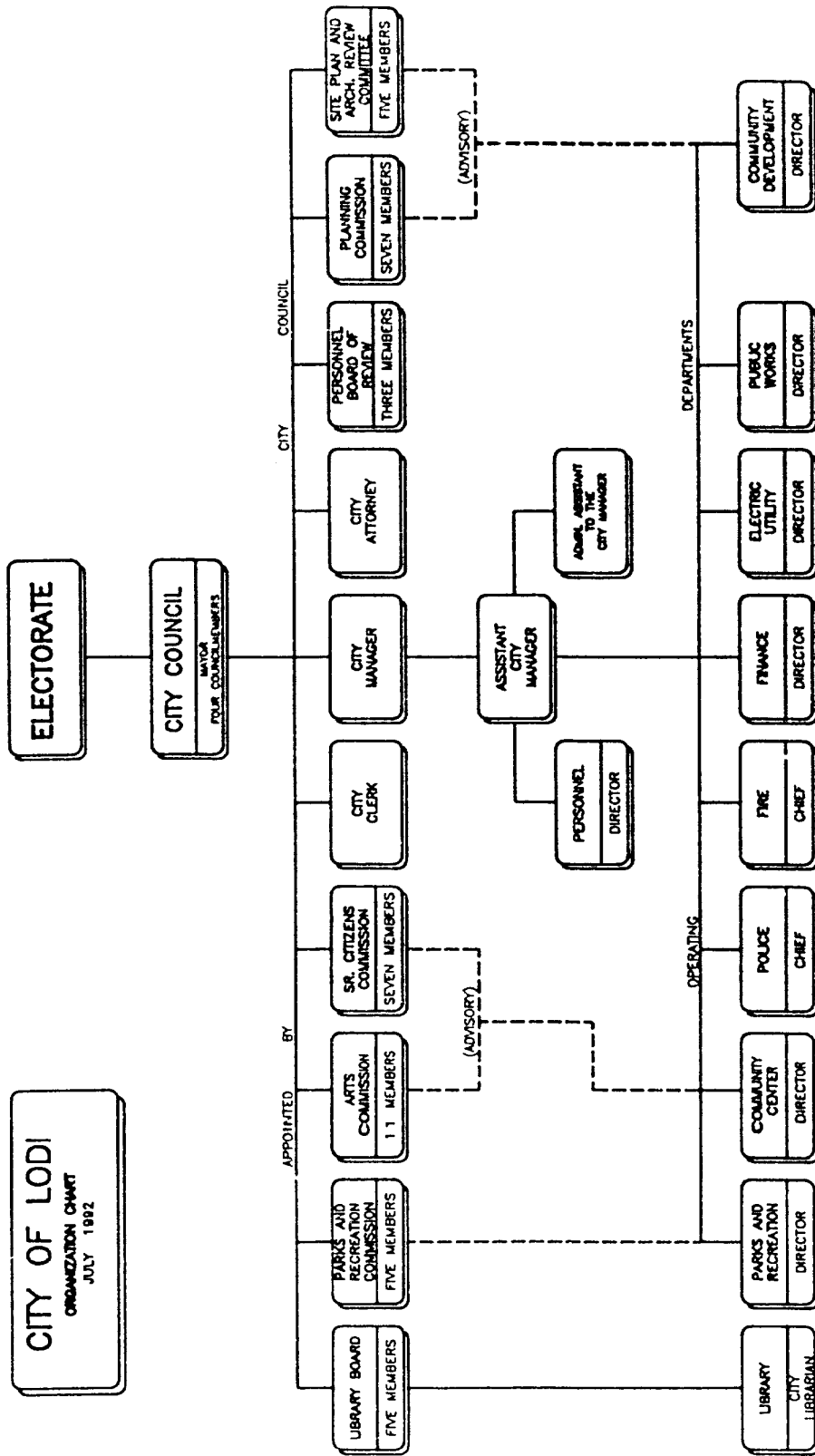
The public is invited---and encouraged---to participate in any discussions.

Specifically, the public is invited to tell the City Council:

1. What city services do you (the public) feel could be reduced or eliminated
2. What ideas do you have for making the city more efficient?
3. What city services are you willing to pay more for in order to maintain them?
4. What city services are you UNWILLING to see cut, no matter what

It cannot be over-emphasized that the City of Lodi is facing a real budgetary crisis. It is reasonable to assume that some jobs will be lost and some city services will be cut or eliminated altogether.

Since no one has a corner on the market for ideas, the City seeks a partnership with the public to work together in resolving this financial crisis in a positive and professional manner.



BUDGET
1998 & 1993

	1988	1993	% INCREASE
ADMINISTRATION			
PERSONNEL SERVICES	\$227,555	\$283,525	24.60%
UTILITIES	\$12,850	\$2,350	-81.71%
SUPPLIES	\$11,485	\$21,835	90.12%
DEPRECIATION	\$1,085	\$0	-100.00%
EQUIPMENT	\$250	\$1,700	580.00%
SPECIAL PAYMENTS	\$0	\$0	0
	<u>\$253,225</u>	<u>\$309,410</u>	<u>22.19%</u>
RISK MANAGEMENT			
PERSONNEL SERVICES	\$0	\$85,115	
UTILITIES	\$0	\$1,280	
SUPPLIES	\$0	\$3,445	
DEPRECIATION	\$0	\$0	
EQUIPMENT	\$0	\$0	
SPECIAL PAYMENTS	\$0	\$0	
		<u>\$89,840</u>	
SAFETY AND TRAINING			
PERSONNEL SERVICES	\$0	\$55,880	
UTILITIES	\$0	\$100	
SUPPLIES	\$0	\$23,110	
DEPRECIATION	\$0	\$0	
EQUIPMENT	\$0	\$0	
SPECIAL PAYMENTS	\$0	\$0	
		<u>\$79,090</u>	
PERSONNEL			
PERSONNEL SERVICES	\$72,115	\$187,135	159.50%
UTILITIES	\$5,985	\$3,750	-37.34%
SUPPLIES	\$30,000	\$31,050	3.50%
DEPRECIATION	\$80	\$0	-100.00%
EQUIPMENT	\$0	\$2,500	
SPECIAL PAYMENTS	\$0	\$0	0
	<u>\$108,180</u>	<u>\$224,435</u>	<u>107.46%</u>

STAFFING LEVELS
ADMINISTRATION
1988 - 1993

<u>CLASSIFICATION</u>	<u>1988</u>		<u>1993</u>	
ADMINISTRATIVE ASSISTANT	1	PERSONNEL	1	RISK MGMT
ADMINISTRATIVE ASSISTANT	1	ADMIN	1	SAFETY
ADMINISTRATIVE CLERK I	1	COMMTY CTR	0	
ADMINISTRATIVE CLERK II	0		1	RISK MGMT
ADMINISTRATIVE CLERK II	1	CLERK	1	COMMTY CTR
ADMINISTRATIVE CLERK III	1	PERSONNEL	0	
ASSISTANT CITY MANAGER	1	ADMIN	1	ADMIN
CITY ATTORNEY	1	ATTORNEY	1	ATTORNEY
CITY CLERK	1	CLERK	1	CLERK
CITY MANAGER	1	ADMIN	1	ADMIN
COMMUNITY CENTER DIRECTOR	1	COMMTY CTR	1	COMMTY CTR
DEPUTY CITY CLERK	0		1	CLERK
LEGAL SECRETARY	1	ATTORNEY	1	ATTORNEY
PERSONNEL ANALYST	0		1	PERSONNEL
PERSONNEL DIRECTOR	0		1	PERSONNEL
PERSONNEL TECHNICIAN	0		2	PERSONNEL
SECRETARY TO CITY MANAGER	1	ADMIN	1	ADMIN
SR SERVICES CO-ORDINATOR	<u>0</u>		<u>1</u>	SR. CTR.
	12		17	
ADMINISTRATION	4		4	
CITY CLERK	2		2	
CITY ATTORNEY	2		2	
COMMUNITY CENTER	2		2	
SENIOR CITIZEN	0		1	
PERSONNEL	2		4	
RISK MANAGEMENT	0		1.5	
SAFETY AND TRAINING	<u>2</u>		<u>2</u>	
	12		17	

City of Lodi
Worker's Compensation Information
Claims by Department

30,000
12,000.00

	Police	Fire	Public Works	Parks & Recreation	Other
December, 1992	3	3	4	1	1
December, 1991	6	1	5	1	3
December, 1990	3	8	5	1	2
November, 1992	7	5	2	1	1
November, 1991	2	0	2	3	5
November, 1990	5	3	5	0	2
October, 1992	3	3	6	1	1
October, 1991	0	6	6	2	3
October, 1990	7	1	2	2	2
September, 1992	5	1	5	2	3
September, 1991	7	3	6	0	1
September, 1990	13	8	4	3	4
August, 1992	8	1	1	1	1
August, 1991	2	1	5	3	7
August, 1990	3	9	6	4	4
July, 1992	6	2	5	2	0
July, 1991	1	6	8	5	3
July, 1990	2	3	4	2	0
June, 1992	6	1	2	3	4
June, 1991	16	5	4	3	1
June, 1990	7	5	5	2	0
May, 1992	3	0	3	1	5
May, 1991	12	5	4	3	3
May, 1990	3	9	5	5	2
April, 1992	7	4	2	0	3
April, 1991	6	2	1	1	2
April, 1990	6	2	4	1	2
March, 1992	5	1	5	2	4
March, 1991	8	5	4	2	1
March, 1990	7	4	4	2	4
February, 1992	6	0	8	2	3
February, 1991	4	4	1	2	2
February, 1990	3	5	1	1	9
January, 1992	6	1	2	2	6
January, 1991	5	2	3	1	6
January, 1990	3	2	5	3	3
Total for 1990	62 / 26.8%	59 / 25.5%	50 / 21.6%	26 / 11.2%	
Total for 1991	69 / 31.2%	34 / 15.3%	49 / 22.1%	26 / 11.7%	
Total for 1992	65 / 35%	22 / 12%	45 / 24%	18 / 10%	

City of Lodi
Worker's Compensation Information

Month/Year	Number of Claims	Lost at least one day's work		Saw Physician	
December, 1992	16	0	n/a	9	56%
December, 1991	16	3	19%	5	31%
December, 1990	19	7	36%	12	63%
November, 1992	16	3	19%	8	50%
November, 1991	12	3	25%	6	50%
November, 1990	15	3	30%	8	53%
October, 1992	14	3	14%	10	71%
October, 1991	17	5	29%	7	41%
October, 1990	14	5	36%	7	50%
September, 1992	16	3	18%	12	75%
September, 1991	17	4	24%	9	53%
September, 1990	32	7	22%	16	50%
August, 1992	12	1	08%	3	25%
August, 1991	18	8	44%	10	56%
August, 1990	26	7	26%	16	62%
July, 1992	15	3	20%	10	66%
July, 1991	23	4	17%	8	35%
July, 1990	11	4	36%	9	82%
June, 1992	16	4	25%	9	56%
June, 1991	29	2	6%	17	58%
June, 1990	19	7	37%	11	58%
May, 1992	12	6	50%	8	66%
May, 1991	27	6	23%	17	63%
May, 1990	24	5	21%	13	54%
April, 1992	16	2	12%	10	62%
April, 1991	12	1	8%	6	50%
April, 1990	15	2	13%	7	47%
March, 1992	17	4	23%	11	67%
March, 1991	20	5	25%	12	60%
March, 1990	21	3	14%	8	38%
February, 1992	19	4	20%	13	65%
February, 1991	13	3	23%	10	77%
February, 1990	19	5	26%	8	42%
January, 1992	17	4	23%	8	47%
January, 1991	17	5	29%	7	41%
January, 1990	16	3	19%	5	31%
Total for 1990	231	58	25.1%	120	51.9%
Total for 1991	221	49	22.1%	114	51.5%
Total for 1992	186	36	19.3%	106	56.9%

January 12, 1993

TABLE03/TXTA.TLP/WKRS COMP

**Janet S. Keeter
Administrative Assistant to the Manager
Duties as Specifically Assigned**

1. **Manage Dial-A-Ride Operations (50% of time) - As of September 8, 1992**
 - o Supervise 9 Full Time Drivers, 2 Full Time Dispatchers, 1 Part Time Dispatcher, and 1 Part Time Driver
 - o Set policies and procedures for program
 - o Resolve public complaints regarding service and/or drivers
 - o Schedule drivers
 - o Hire D.A.R. staff
 - o Safety issues
 - o Working on purchasing radio system
2. **Telecommunications**
 - o **Oversee and manage the City's telephone system**
 - o Troubleshoot phone problems for all City phones and County Muni and Traffic Courts
 - o Authorize orders for adds/moves/changes of phone sets
 - o Report phone troubles to PacTel* and track resolution of problems
 - o Assign new phone numbers to City staff
 - o Order telephone sets
 - o Review and update PacBell directory listings
 - o Generate monthly department telephone bills for call accounting
 - o Involved with ordering/authorizing payments of Cellular phones

* City contracts with PacTel for maintenance of telephone system. Training myself or other employees to wire phones, install phones, and switch phone lines would be labor intensive and time-consuming. Specialized function which requires months of training and experience with telephone systems.

- o **Oversee and administer the City Voice Processing System**
 - o Includes 347 Voice mailboxes on system
 - o and 10 Voice Processing Applications on-line
 - o Set up special applications for one-time events (i.e. elections)
 - o Train employees and set up mail boxes
 - o Program all voice mail changes
 - o Troubleshoot voicemail problems prior to calling in technicians

3. Safety and Training

- o City Safety Committee Chairperson
 - o Conduct monthly safety meetings
 - o CalOSHA required SB198 Mandate for Injury and Illness Prevention Program (i.e. Identify workplace hazards and train)
 - o Safety Training Coordinator - Set up and either teach or arrange for speakers for:
 - o Defensive Driving Classes
 - o IPP
 - o Worker Right-To-Know Program (Hazard Communication)
 - o CPR
 - o Oversee and Coordinate Training for Bloodborne Pathogen Program as required by Federal and Cal OSHA
 - o Administer City's Safety Incentive Program (Safety Bucks)
 - o Receive and resolve reportable safety issues from employees
 - o Review and process safety equipment orders for employees

4. Emergency Services Coordinator (Tom is the Director)

- o Writing the City's Emergency Plan (could be contracted out) Petris Bill will require local governments to have plans in place for future disaster reimbursement
- o Working with City staff to eventually conduct an emergency exercise for City (could be contracted out for approximately \$5,000)
- o Actively participating on the Operational Area Satellite Information System Project (OASIS) with the County and State Offices of Emergency Services
- o Serve as Vice-President of the Northern California Emergency Services Council
- o Tomorrow is my last day as Chairperson of the State Region IV Local Emergency Services Planning Committee due to limited time to devote to Emergency Services
- o I will serve as the liaison between the City and the County during and after a disaster
- o and between State OES and the City

5. **Sister City Liaison**
 - o Attend monthly evening meetings
 - o Correspond with 2 Sister Cities
 - o Coordinate visits from delegates
 - o Go-between for Committee and City
 - o Staff to Sister City Committee
6. **Negotiations**
 - o Staff support at the table
7. **United Way Coordinator 1991 and 1992**
8. **Special Projects as assigned by City Manager and/or Assistant City Manager**

PERSONNEL DEPARTMENT

Town Hall Meeting Presentation

January 12, 1993

PERSONNEL DIRECTOR

- Plans, organizes and directs the City's human resource operations in the following areas: employee recruitment and selection; classification and pay; employee relations; equal employment opportunity/affirmative action; employee development, and benefit administration. Serves as Affirmative Action Officer and liaison with the Public Employee Retirement System.

PERSONNEL TECHNICIAN

- Serves as benefits coordinator; secretary to the Personnel Department; budget administrator; performs medical accounts billing; administers employee and retiree health programs, deferred compensation, unemployment insurance, long term disability and flexible spending account programs.

PERSONNEL ANALYST

- Performs professional generalist personnel work in a variety of areas including recruitment and selection, classification and pay, salary and benefits, wage and hour administration (FLSA); affirmative action, and employee development.

PERSONNEL TECHNICIAN

- Performs general office administration duties including reception, records management, position allocation and control, computer support and training coordination. Provides technical assistance to the Personnel Analyst in recruitments, data collection and other areas related to the conduct of human resources.

PERSONNEL DEPARTMENT

MISSION STATEMENT: *Conduct the City's human resource operations in accordance with appropriate policies, memoranda of understanding, and employment laws.*

PROGRAM DESCRIPTION:

The Personnel Administration Program manages the City of Lodi's human resources operations in the following areas: employee recruitment and selection; classification and pay; employee relations; equal employment opportunity/affirmative action; employee development; and benefit administration.

PROGRAM GOALS:

- To hire and maintain highly qualified, well-trained, and motivated city employees
- To follow state and federal laws governing employment practices
- To ensure fair and equitable treatment of employees
- To provide a classification and pay plan
- To provide city-wide personnel policies and procedures
- To assist/advise in resolving disciplinary matters

ACCOMPLISHMENTS

- ▶ **Established the Personnel Department as a resource and service department for other City departments concerning personnel issues.**

Examples: How to address personnel problems; supervisory principles and practices; disciplinary actions; organizational issues; MOU interpretations; interpretation and application of City policies.

- ▶ **Established personnel records management systems.**

Examples: Centralized personnel functions; organized and established a personnel file system; organized and microfished old records; and developed data collection and maintenance systems for legal reporting, research, and personnel management decisions.

- ▶ **Established and updated City employment practices in compliance with State and Federal laws.**

Examples: Fair Labor Standards Act as ammended (1985); Americans With Disabilities Act (1990); Civil Rights Act (1991); Family Care Leave Act (1992); Fair Employment and Housing Act as ammended (1993); Consolidated Omnibus Budget Reconciliation Act (COBRA); and the Immigration and Naturalization Act.

- ▶ **Developed a comprehensive benefit management program.**

Examples: Developed medical payment system for retirees; unemployment insurance claims; developed City plan for long term disability (self-insured/self-administered); began multiple benefit program administration (i.e. retirement systems, deferred compensation, flexible spending account); and developed a system for reconciling bills and eligibility from medical administrators.

GOALS

- ▶ **Finalize the Rules For Personnel Administration and Administrative Policy Manual.**

Purpose: To provide the foundation for the conduct of City employment policies and practices.

- ▶ **Establish annual employee performance appraisals for all staff.**

Purpose: To motivate employees to work at their highest capacity by better delineating work responsibilities; review standards toward achieving job objectives and plan employee's future development; and to serve as a means of communication between management and staff.

- ▶ **Develop medical standards for employment physical examinations.**

Purpose: To establish employment standards for retirement determinations, fitness for duty exams, and workers' compensation claims.

- ▶ **Develop an ongoing pro-active training program.**

Purpose: To reduce the City's liability in actions filed because of legal mandates; increase efficiency; and decrease employee grievances and disciplinary actions. Such a program will be self-sustaining, maintain our membership in a consortium providing low-cost high quality training, and will develop a "co-op" of local agencies to share trainers among members.

- ▶ **City-wide classification plan study.**

Purpose: To address the current City's current organizational and functional needs that have developed since the last classification study was conducted 10 years ago.

- ▶ **Drug and alcohol testing.**

Purpose: To provide a drug-free workplace.

DRA. T

CITY OF LODI

January 1993

PERSONNEL DIRECTOR

DEFINITION:

Plans, organizes and directs the City's human resource operations in the following areas: employee recruitment and selection; classification and pay; employee relations; equal employment opportunity/affirmative action; employee development, and benefit administration. Serves as Affirmative Action Officer and liaison with the Public Employee Retirement System. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is a department head with responsibility for administering the human resource functions. The incumbent is responsible for accomplishing both departmental objectives and City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, reviews, and evaluates the activities of professional technical and office support staff.
- Confers with city management regarding personnel, affirmative action, or employee relations activities or problems.
- Serves on the city's negotiating team and administers memoranda of understanding after agreements are reached.
- Directs recruitment and selection activities for permanent and temporary City staff; directs the implementation of the City's affirmative action plan.
- Directs comprehensive job analysis, classifications, job evaluation, compensation and benefits administrative activities.
- Directs programs of employee training and development.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- May represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Monitors developments and legislation related to personnel matters, evaluates their impact upon City operations and recommends and implements policy and procedural improvements.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of public personnel administration.
Principles and practices of labor relations in the public agency setting.
Supervisory practices.
Applicable federal, state and local laws and regulations.
Basic budgetary principles and practices.

Skill in:

Planning, organizing, administering, reviewing and evaluating a centralized personnel services program.
Selecting, training, motivating and evaluating assigned staff.
Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
Analyzing complex problems, evaluating alternatives and making recommendations.
Exercising sound independent judgment within general policy guidelines and legal constraints.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Representing the City effectively in meetings with others.
Preparing clear, concise and competent reports, correspondence, and other written materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's of Arts degree from a four year college or university with major course work in business or public administration, employee relations, industrial psychology or a closely related field.

Experience:

Four years of responsible professional experience performing a broad range of personnel functions of which one year was in a supervisory capacity.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

PERSONNEL ANALYST I/IIDEFINITION:

Under the general direction of the Personnel Director, to perform professional personnel work in a variety of areas including recruitment and selection, labor relations, classification, salary and benefit administration, training, affirmative action, employee assistance, workers' compensation; and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

Personnel Analyst I: This is an entry level class in the professional personnel series. Under close supervision, incumbents perform the more routine recruitment, selection and classification duties while learning policies and legal procedures and specific techniques and methodology.

Personnel Analyst II: This is a journey-level class and performs a wide variety of professional personnel work. Incumbents of this class are expected to carry out their assignments without detailed instructions or guidance. Incumbents are expected to be independently responsible for particular duties for which guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Personnel Director.
May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans and coordinates recruitments; develop job announcements and supplemental questionnaires, advertises jobs through various media.
- Develops and administers job-related selection procedures, including, but not limited to, application reviews, written and performance exams, and interviews and assessment techniques; establishes eligibility lists.
- Interviews candidates and chairs qualifications appraisal panels.
- Provides information and interpretation regarding City personnel rules, regulations and procedures.
- Performs job audits and analyses of individual positions, classes and series of classes.
- Writes classification specifications, examination documentation, and other reports as assigned.
- Conducts salary and fringe benefit surveys.
- Responds to inquiries (written and verbal) regarding salary, benefits, and classification issues.
- Provides staff assistance relating to labor relations.
- Assists in developing and providing in-house training and coordinating training programs.
- Works with departments on personnel problems, staffing needs, and interpretation of personnel policies and procedures.
- Prepares correspondence.
- Inputs and retrieves data from computer system.
- Assists in the implementation and monitoring of equal employment opportunity compliance and affirmative action policy and programs.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and techniques of recruitment and selection of personnel including job analysis, test development, and validation methodology. Applicable Federal and State laws and regulations. Principles of labor relations. Methods used in the development and administration of position classification and compensation plans. Fundamental principles and practices of public personnel administration. Current trends in personnel administration. Methods of basic statistical analysis. Principles of equal employment opportunity and affirmative action practices.

Ability to:

Analyze, collect, and interpret technical data, evaluating alternatives and making independent judgments within established guidelines. Perform job audits and write clear and effective reports. Interpret and apply laws, rules and regulations. Establish and maintain effective working relationships with department officials, employees, and the public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Personnel Analyst I: A Bachelor's degree from an accredited college or university with major course work in public administration, industrial relations, or a closely related field. Professional personnel experience which would have provided the knowledge and skills outlined above may be substituted for the college education on a year for year basis to a maximum of two years.

Personnel Analyst II: In addition to the above, two years of experience performing professional level personnel work.

PERSONNEL TECHNICIANDEFINITION:

To perform a variety of responsible paraprofessional and support duties related to employee benefits, recruitment and examinations, interpretation and application of policies and procedures, and wage and salary administration.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the City's personnel programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general direction of the Personnel Director or designee, and has responsibility for an assigned area of paraprofessional personnel duties.

This classification may direct the work of clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provides a wide variety of information to employees requiring the interpretation and application of policies, procedures, programs, benefits, guidelines, and regulations; provides basic information on personnel programs and processes; prepares and maintains information and references for employees and the public.
- Contacts insurance carriers and/or third party administrators to resolve problems and answer employee questions.
- Prepares recruitment materials including typing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices.
- Schedules, administers and may score written tests.
- Performs complex calculations related to examination statistics, sick leave conversion, COBRA payments and eligibility periods, benefits coverage and payments, retirement calculations, and related.
- Conducts orientations for new employees; verifies compliance with immigration reform and control act provisions.
- Processes enrollment forms; and coordinates benefit (open enrollment, bargaining unit changes) and retirement plan changes.
- Processes and coordinates long term disability applications; serves as a liaison between employees and the City; processes unemployment insurance claims.
- Conducts exit interviews.
- Types confidential materials including disciplinary letters and materials related to meet and confer.
- Arranges participants and schedules qualification appraisal boards.
- Prepares and maintains a variety of complex records and files including federal and state reporting, affirmative action, position control, salary history, negotiated agreements, personnel files, and related matters.

EXAMPLES OF DUTIES (continued):

Prepares and generates a variety of reports and statistical summaries manually or using computer systems; tracks data and prepares reports related to departmental budget.
Responds to requests for information from other organizations.
Notifies departments of scheduled personnel actions which are due.
Performs a variety of responsible clerical work in support of the department including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks.

MINIMUM QUALIFICATIONS

Knowledge of:

Fundamentals of the laws, regulations and policies governing benefits, insurance, COBRA, equal opportunity employment, and City policies and procedures.
Basic principles and procedures related to area of assignment such as insurance, benefits, retirement, recruitment and selection, and related.
Systems and methods for recordkeeping and file maintenance.
General office methods including the operation of computers and standard office equipment.

Ability to:

Interpret, explain and apply complex regulations, rules and agreements.
Administer paraprofessional aspects of personnel programs, such as insurance, benefits (including COBRA), retirement, and recruitment and selection.
Maintain confidentiality of personnel-related materials and issues.
Perform complex arithmetical and basic statistical calculations accurately.
Prepare a variety of written reports, records, and correspondence.
Establish and maintain effective working relationships with those contacted in the course of the work.
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

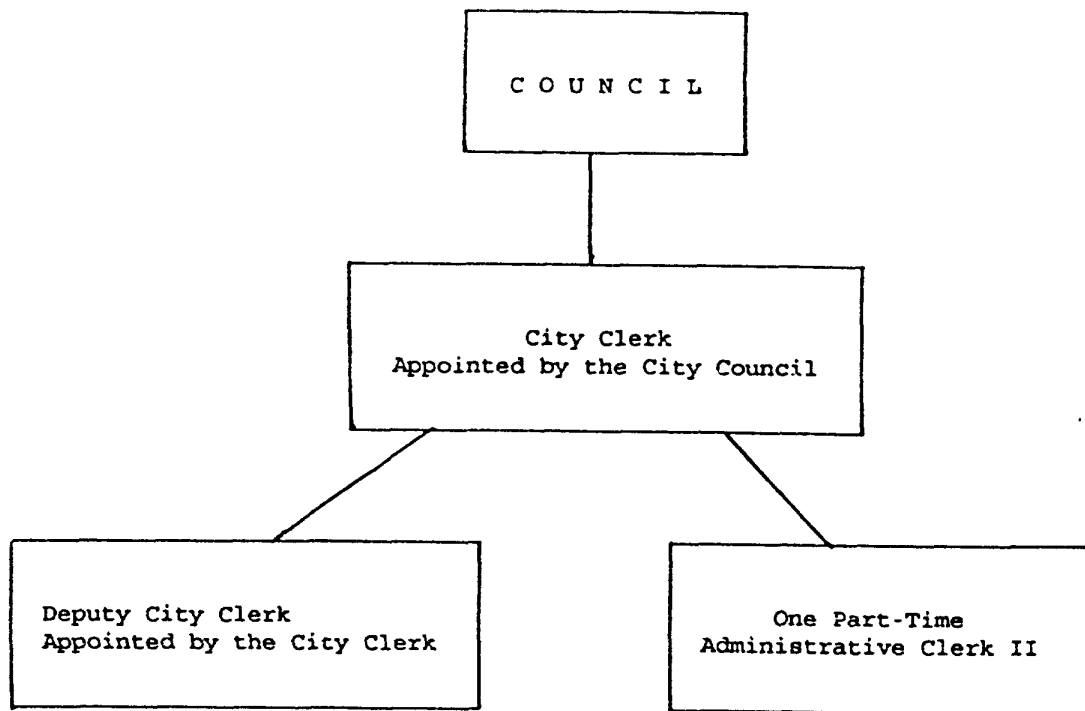
Education:

Equivalent to completion of high school.

Experience:

Three years of responsible clerical experience which has provided knowledge of personnel department operations.

EXHIBIT E



CITY CLERK'S BUDGET
PRESENTATION

Activities (Series)	(Actual) 1989/90	(Actual) 1990/91	(Budget) 1991/92	(Budget) 1992/93	Revised 1992/93
Personnel Services 100	\$92,946.75	\$95,645.99	\$103,390	\$112,815	
Utilities/ Commissions 200	3,841.20	3,230.67	3,800	3,900	
Supplies/ Materials 300	35,721.40	34,457.35	33,975	34,700	Reduction of \$ 5,020 in the cate- gories of part-time hours, admin- istrative leave, busi- ness, conf- erences and training
Depreciation 400	3,290.50	3,290.50	3,300	-0-	
Equipment/ Land/Structures 500		951.94		-0-	
Special Payments 600	32.14				
TOTALS	\$135,831.99	\$137,576.45	\$144,465	\$151,415	\$145,395

CITY OF LODI
OPERATING BUDGET
1992/93

10-001.01: City Clerk - Administration

	<u>Original Budget Amount</u>	<u>Revised Budget</u>
100 Personnel Services	\$112,815	\$108,795
. of \$8,020 budgeted for part-time employees, budget reduced by \$2,000		
. \$2,020 also reduced for Administrative Leave.		
200 Utilities and Commissions	\$ 3,900	\$ 3,900
300 Supplies	\$ 34,700	\$ 33,700
. \$1,000 has been reduced from training, conference and workshop budget		
400 Depreciation of Equipment	-0-	-0-
600 Special Payments	-0-	-0-
 TOTALS	 \$151,415	 \$146,395

BUDGET
1998 & 1993

	1988	1993	% INCREASE
CITY CLERK			
PERSONNEL SERVICES	\$78,980	\$118,145	49.59%
UTILITIES	\$9,535	\$4,150	-56.48%
SUPPLIES	\$42,450	\$43,215	1.80%
DEPRECIATION	\$3,040	\$0	-100.00%
EQUIPMENT	\$0	\$0	0
SPECIAL PAYMENTS	\$0	\$0	0
	<u>\$124,005</u>	<u>\$165,510</u>	<u>23.51%</u>
CITY COUNCIL			
PERSONNEL SERVICES	\$24,025	\$52,505	118.54%
UTILITIES	\$16,000	\$22,990	43.69%
SUPPLIES	\$3,000	\$0	-100.00%
DEPRECIATION	\$0	\$0	0
EQUIPMENT	\$0	\$0	0
SPECIAL PAYMENTS	\$0	\$0	0
	<u>\$43,025</u>	<u>\$75,495</u>	<u>75.47%</u>

° Contracted Services:

. Consolidation with County for elections

. Microfilm

. Codification of Code Book

° No increase in full-time personnel in City Clerk's office in last 10 years

Breakdown of \$5,020 reduction in 1992/93 budget:

° Part-time hours	\$2,000
° Administrative Leave	2,020
° Business/Conference, Training, Workshops, etc.	1,000

CITY OF LODI - ELECTION INFORMATION

1974 -

YEAR	ELECTION	COST	REGISTERED VOTERS	COST PER REGISTERED VOTER	% VOTER TURNOUT
1974	General Municipal Election (3 incumbents running for 3 seats)	\$ 5,522.76	14,644	.377	.089 %
1974	Referendum Election (rezoning 47 acre parcel Ham/Lodi from R-1 to PD)	\$ 6,701.55	15,248	.439¢	.328 %
1976	General Municipal Election	\$10,596.41	12,905	.821¢	.446 %
1978	General Municipal Election	\$13,352.33	15,133	.882¢	.323 %
1979	Special Election	\$11,986.33	15,186	.789¢	.19 %
1980	General Municipal Election	\$16,554.00	15,128	\$1.094	.4010%
1981	Special Election (Green Belt Initiative)	\$13,364.10	16,871	.792¢	.435 %
1982	General Municipal Election	\$15,039.11	17,305	.869¢	.32 %
1983	Special Election* (Measure)	\$12,225.89	17,168	.7121¢	.214 %
1984	General Municipal Election	\$14,296.00	17,322	.825	.34 %
1986	General Municipal Election	\$22,096.98	20,317	1.097	.28 %
1987	Special Municipal Election	\$28,700.00	20,994	1.367	.355 %
1988	General Municipal Election	\$45,588.28**	21,986	2.07	.257%
1990	General Municipal Election*	\$29,102	25236	1.15	.59.2%
1992	General Municipal Election*		26,954		.75.6%

*Consolidated with County

** Two elections in 1988 - not all cost
were separated out

CITY COUNCIL

PHILLIP A. PENNINO, Mayor
JACK A. SIEGLOCK
Mayor Pro Tempore
RAY G. DAVENPORT
STEPHEN J. MANN
JOHN R. (Randy) SNIDER

January 25, 1993

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 334-5634
FAX (209) 333-6785

rec'd 1/26/93
THOMAS A. PETERSON
City Manager
ALICE M. REIMCHE
City Clerk
BOB McNATT
City Attorney

Frank C. Alegre
802 North Cluff Ave.
Lodi, Ca 95240

Dear Mr. Alegre,

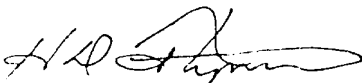
By letters dated January 13 and 14, 1993, you requested the pay, allowances, benefits, leave (sick and vacation) and reimbursements for all members of the City Council, Department Heads and the four top employees in each department to include the four employees in the Personnel Department. This information will be available in part on Friday, January 29, 1993 at 2:00 p.m. However, before I can release this information to you, I will need a check for \$502.40 to pay for the 32 hours of research time required by Finance Department staff.

I regret that we could not furnish all the information requested within 10 days as indicated in the Public Records Act, but the nature and volume of documents requested makes it impossible.

On Friday, you will have all the information you requested for the City Council and Department Heads. You will not have the leave and reimbursable cost for the top four employees under each Department Head. I estimate it will require approximately 18 additional hours to complete this research. However, after you review the information you will get on Friday, you may not want the additional information. Accordingly, I will await further instructions before proceeding. I wish to apologize for the time and cost of this project. Unfortunately, the City's method of keeping records does not lend itself to this type of request.

If I may be of further service, please contact me or the City Manager.

Sincerely,



Dixon Flynn
Finance Director

cc Thomas A. Peterson, City Manager

TOWN HALL MEETING

SUGGESTED FORMAT

	<u>Minutes</u>
1. Opening of Meeting	1
2. Introduction of topic - Mayor	2
3. Department Presentation Overview of Department Services provided by Department Make-up of Personnel and Responsibilities Goals and Objectives Budget past 5 years Areas for Privatization Department Efficiency Areas of reducing budget	20 - 30
3. Council Questions	20 - 30
4. Citizens Questions	20 - 30
5. Adjourn	9:00 - 9:30 p.m.